



Town of Stratham Subdivision Checklist

TOWN OF STRATHAM

Name of Applicant: _____ Date: _____

Map #: _____ Lot # _____

Subdivision Application - Information Checklist

A subdivision application shall contain the following information, where applicable, to be considered complete. However, this checklist is intended only as a guide; the Planning Board may require additional information as deemed necessary. All plans shall conform to the applicable requirements of the Zoning Ordinance, Building Regulations, Subdivision and Site Plan Review Regulations and other state, local, and federal requirements. (All data/information sources should be referenced.)

X – Information Provided

O – Information Not Provided

W – Waiver Requested

I. Preliminary Consultation

- _____ A. Base map drawn to scale.
- _____ 1. General description of existing conditions on the site.
- _____ 2. Any facilities or utilities.
- _____ 3. Dimensions and sizes of the proposed lots (minimum sizes determined by soil type.)
- _____ 4. Topographic map showing the proposed layout of streets, lots, etc.

II. Formal Application

- _____ A. Completed "Application for Subdivision Approval".
- _____ B. Names and addresses of all abutters.
- _____ C. Administrative fees (payable to the Town of Stratham).
- _____ D. High intensity soils information with lot size calculations and cover letter from a soil scientist.
- _____ E. Data on test pits and percolation tests:
 - _____ Location of test pits.
 - _____ Percolation test date and rate
 - _____ Certification of test witness
 - _____ Outline of the area reserved for leach fields
- _____ F. Six complete sets of plans stamped by a N.H. registered land surveyor; roadway, drainage, and utility plans stamped by a professional N.H. engineer. All plans to contain:
 - _____ Names, addresses, and telephone numbers of : the owner, applicant, agent and/or engineer, architect and/or land surveyor.
 - _____ Name of the project.
 - _____ Location of the site.

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- ☐ Names and addresses of all abutters (including those across the street or stream.)
- ☐ Date, North arrow, and scale.
- ☐ Tax Map reference.
- ☐ G. Additional submission requirements:
 - ☐ Nine 11 X 17 copies of proposed plan.
 - ☐ One copy of the plan in a digital format referenced to NH State Plane feet, NAD 83, in a format compatible with the town's ESRI ArcView GIS system.
 - ☐ Three copies of any engineering or impact reports.
 - ☐ Three sets of printed labels for abutter mailing.
- ☐ 1. Design and Sketch Plan (Scale not more than 100' to 1").
 - ☐ a. Vicinity sketch with surrounding streets.
 - ☐ b. Natural features including watercourses, waterbodies, etc.
 - ☐ c. Existing contours at intervals not exceeding two feet; referred to sea-level datum.
 - ☐ d. Bearings and distances of surveyed property lines.
 - ☐ e. Abutting street lines.
 - ☐ f. Description of existing catch basins, culverts, etc.
 - ☐ g. Description of all utilities.
- ☐ 2. Subdivision Plan (Scale not more than 50' to 1").
 - ☐ a. Location, dimensions, and bearings of boundary lines.
 - ☐ b. Location and width of streets, easements, right-of-ways, and setback lines.
 - ☐ c. Locations, dimensions and areas of lots, and the location and setback dimensions of existing structures within 100'.
 - ☐ d. All property to be set aside for park or playground use.
 - ☐ e. Indication of the use of lots.
 - ☐ f. Consecutively numbered or letter lots.
 - ☐ g. Explanation of any easements or reservations.
- ☐ 3. Construction Plan (See Section 4.5, "Construction Standards").
 - ☐ a. Profiles showing existing and proposed elevations along center lines of all roads.
 - ☐ b. Plans and cross-sections of street showing facilities (e.g. signs, drainage, etc.) and utilities (e.g. water, electricity, etc.).
 - ☐ c. Location, size, elevation of existing facilities or utilities.
 - ☐ d. Topographic contours.
 - ☐ e. Site-grading plan.
- ☐ 4. Other exhibits, if applicable:
 - ☐ a. State and local permits (e.g. state septic systems [RSA 149-E:3], site specific

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[RSA 149:8-a], driveway access [RSA 236:13], dredge and fill [RSA 483-A], etc.).

- _____ b. Performance Bond.
- _____ c. Erosion and sedimentation control plan.
- _____ d. Potential Planning Board requirements:
 - _____ Stormwater runoff calculations and engineer's certification.
 - _____ Calculations on type and quantity of sanitary waste.
 - _____ Traffic impact analysis.
 - _____ Protective covenants.
 - _____ Deeds conveying streets or right-of-ways.
 - _____ Natural/Environmental Recourses Inventory
 - _____ Environmental/Forestry Impact Report

ARE THERE ANY STRUCTURES ON THE PROPERTY AT PRESENT? _____

DESCRIPTION: _____

LOCATION: _____

DOES OWNER OF RECORD OWN OR HAVE INTEREST IN A PARTNERSHIP OR CORPORATION
OWNING ABUTTING PROPERTY? _____

IS ANY VARIANCE FROM "LAND SUBDIVISION CONTROL REGULATIONS" REQUESTED?

IF SO HAS LETTER BEEN SUBMITTED STATING REASONS FOR VARIANCE REQUEST?

Note: For more complete information, it is strongly recommended that the applicant read Stratham's "Subdivision and Site Plan Review Regulations" (2004), as well as the Town's Zoning Ordinance (2004) and Building Ordinance. (2002).

I certify that the information provided is complete and correct to the best of my knowledge.

Signed: _____

Date: _____